

## SECTION 12

# RECORDS AND REPORTS

### RA REPORTS TO HCSS

RAs are responsible for reporting monthly distribution activities to HCSS. The monthly report is the workbook that is submitted via email. Inventory workbooks are due three days from the date on the cover sheet. Distribution workbooks are due two weeks from the date of receipt of product from the State Warehouse.

Outlet information must be submitted prior to receiving the Allocation Worksheet for the outlet's information to be included in the Allocation Worksheet.

As long as FSSA/DFC/HCSS offer Performance Based contracts and/or agreements, budgets will not be required. All expenditures of TEFAP grant funds must be approved by HCSS and are based on an established amount as designated in the contract and/or agreement multiplied by the number of pounds delivered to the food outlets. HCSS will inform the RA if there is an amendment to the award amount, otherwise the contract will remain the same as the previous year. Claims must be submitted on a monthly basis after delivery of USDA food products to the outlets. All contractual obligations must be achieved.

Failure to submit accurate and timely program and/or financial reports (including the Financial Closeout for each fiscal year) may result in the withholding of USDA food products and/or TEFAP grant funds. The Financial Closeout is due 60 days from September 30. The Closeout is available via email if the RA has not received one from the HCSS.

The RA should keep households served information current as the allocation is based on these figures. These numbers will be duplicated as clients can receive services more than once per month.

### FOOD OUTLETS REPORTS TO THE RA

Outlets are responsible for reporting the number of households and meals served each month to the RA. This will be a duplicated count, if the pantry serves clients more than once per month.

RA may request that each food outlet submit an inventory report every 30, 60, or 90 days. This is at the discretion of the RA.

## **RETENTION OF RECORDS**

RAs must keep all records for three (3) years from the close of the federal fiscal year to which they pertain and the current year. The RA is responsible for the proper maintenance and retention of all records required of all the Outlets. Records must be available for inspection by USDA, HCSS and/or their designees.

Food pantries must also keep the completed Eligibility Certificates that contain signatures for three years plus the current year. USDA, RAs, state auditors, or HCSS can review these items at any time.

Soup Kitchens should take a count at each meal served, average for the month and then report that number to the RA.